



# Data Acquisition Plan

2012-13

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Connecticut State Department of Education

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## Foreword

The Connecticut State Department of Education (CSDE) collects data about students, staff, schools, programs, districts, and fiscal resources from local educational agencies and other service providers. These data help the CSDE to meet compliance and other reporting requirements, distribute funding, guide policy, inform accountability, facilitate research, and report information to the public with the ultimate goal of improving educational outcomes for all students.

This *Data Acquisition Plan* summarizes the forms and systems used to collect these data. The plan is designed largely to help local school districts prepare for state data collections during the school year.

As we move forward with Governor Malloy's education reforms, the CSDE is re-examining its data collections and systems to ensure that they are consistent with those priorities. In his fourth education reform principle, Governor Malloy calls for the removal of red tape and other barriers to success. The CSDE is working closely with the Governor's Red Tape Review and Removal Task Force to identify concrete and meaningful ways to remove bureaucratic hurdles and unleash educational innovation. To that end, I am pleased to report that several forms in this year's Data Acquisition Plan will not appear next year. In addition to our ongoing efforts to reduce individual collections, the CSDE is implementing new processes to automate data collections and increase efficiencies while enhancing the timeliness and quality of the data.

We are interested in hearing your feedback on additional and enhanced ways to reduce the burden of reporting on districts. Please feel free to reach out to Ajit Gopalakrishnan, Bureau Chief of Data Collection, Research and Evaluation at [ajit.gopalakrishnan@ct.gov](mailto:ajit.gopalakrishnan@ct.gov).

Thank you for your continued commitment to this important endeavor.

Stefan Pryor,  
Commissioner of Education

## EXPLANATORY NOTES

The table headings in this report are defined as follows:

- “*Form*” and “*Form Name*” present the letter and number combination given to the form as well as the title of the form.
- “*Collection Purpose*” gives a brief description of the purpose for the data collection.
- “*Preliminary Deadline*” lists the month and/or day, or a brief description of when the form is collected.
- “*Funding Source*” identifies the primary funding associated with the form: “State,” “Federal,” “State and Federal” or not applicable “N/A.”
- “*Legislative Compliance*” refers to the Federal or State statute that requires the form's use. State statutes are listed as “CGS” or “PA” and Federal statutes are listed as “PL” or “CFR.”
- “*Primary Contact*” lists the person at the CSDE who is responsible for the form.
- “*Phone*” gives the telephone number of the state contact person. Any CSDE staff member can also be contacted by e-mail; the format is [firstname.lastname@ct.gov](mailto:firstname.lastname@ct.gov).

**Connecticut State Department of Education (CSDE)**  
**Data Acquisition Plan for 2012-13**

<b>Form</b>	<b>Form Name</b>	<b>Collection Purpose</b>	<b>Primary Deadline</b>	<b>Funding Source</b>	<b>Legislative Compliance</b>	<b>Primary Contact</b>	<b>Phone (860)</b>
ED001	End of Year School Report	The ED001 purpose is to collect expenditure data from school districts for use in State grants, as well as State and Federal reporting requirements.	September 1	Federal and State	CGS 10-227	STANGE, Mark	713-6462
ED001C	End of Year School Report	The ED001C purpose is to collect expenditure data from Charter Schools for use in State grants, as well as State and Federal reporting requirements.	September 1	Federal and State	CGS 10-227	STANGE, Mark	713-6462
ED001R	End of Year School Report	The ED001R purpose is to collect expenditure data from Regional Educational Service Centers for use in State grants, as well as State and Federal reporting requirements.	September 1	Federal and State	CGS 10-227	STANGE, Mark	713-6462
ED003	Teacher / Administrator Negotiations	The ED003 form is used to collect data from boards of education to calculate timelines for the negotiation of teachers' and administrators' contracts.	January 11	N/A	CGS 10-153a	ANASTASIO, Laura	713-6512
ED006S	Public School Information System Supplemental Information)	The ED006S collects aggregate student data about summer school, students instructed at home by parents, and attendance by school.	October 15	N/A	CGS 10-16p, 10-10a, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261 (a) (2), 10-262f, 10-264l, 10-266aa	TWEDT, David	713-6492
ED012	Minimum Budget Requirement Compliance Check	The ED012 is used to collect budget data from school districts to ensure compliance with the Minimum Budget Requirement.	August 12	N/A	CGS 10-262i	CHAMBERS, Kevin	713-6455
ED017	Grant Application-Nonpublic Health Services	The ED017 is used to collect data for the Health Services grant.	October 1	State	CGS 10-217a	STANGE, Mark	713-6462
ED020	Local Agency Application for Programs for Neglected, Delinquent, or At-Risk Children/Youth	The purpose of this application is to provide prevention and intervention programs for youth who are neglected, delinquent or at risk.	October 26	Federal	PL 107-110; 111-5	DARGATI, James	713-6562
ED021	Out-of-Town Magnet School Transportation	The ED021 is used to collect data for the Magnet School Transportation grant.	September 15 & March 15	State	CGS10-264i (a)	TWEDT, David	713-6492

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED042	Request for Review of Final Plans	The ED042 is used to collect the necessary data to assist districts in transmitting final architectural plans and specifications to the State Department of Construction Services, Bureau of School Facilities for review.	As Requested	State	CGS 10-291,-292,-284	SEMENEC, George	713-6485
ED042C	Notice of Change Order	The ED042CO is used to transmit construction contract change order data to the State Department of Construction Services, Bureau of School Facilities for review.	Within 6 months of execution of change order.	State	CGS 10-287(b)	SEMENEC, George	713-6485
ED045	Notice of Debt Service	The ED045 collection is used to gather information regarding local bond financing that is necessary to calculate and pay old school construction grants (pre-progress payment).	Soon after local bonds are sold.	State	CGS 10-292d	DIXON, Michelle	713-6477
ED046	Request for School Construction Progress Payment	The ED046 is used to collect cost and expenditure data regarding school construction projects.	As Requested - closes the 1st of every month	State	CGS 10-287i	FARNHAM, Paige	713-6479
ED049	Grant Application & Executive Summary for School Building Project	The ED049 is the School Construction Grant application and executive summary of the education specifications for a school building project.	June 30 (most project types)	State	Chapter 173	FARNHAM, Paige	713-6479
ED053	Site Analysis	The ED053 is used to gather information regarding a request for site inspection to be used for a school construction project.	Prior to or soon after site acquisition.	State	CGS 10-286d	SEMENEC, George	713-6485
ED099	Agreement for Child Nutrition Programs	The ED099 is used to provide the necessary data to participate in the USDA child nutrition program.	As Requested	Federal	7-CFR 210, 215, 220, 225, 226, 245	DANDENEAU, Teri	807 2079
ED099 Addendum	Healthy Food Certification	The ED099 Addendum is used to document whether each public school district will or will not implement the Connecticut Nutrition Standards.	July 1	State	CGS 10-215f	FIORE Susan	807-2075
ED103	Reimbursement Claim National School Lunch, Breakfast & Milk	The ED103 is used to provide data for payments under the National School Lunch Program (NSLP) and School Breakfast Programs (SBP).	As Requested	Federal	7-CFR 210.11, 215.8	DANDENEAU Teri	807-2079
ED103 Schedule C		The ED103 Schedule C is used to provide data for payments under the Child and Adult Care Food Program (CACFP).	As Requested	Federal	7-CFR 226.12 (a), 226.13 (c)	BOYLE Susan	807-2074
ED103 Schedule D		The ED103 Schedule D is used to provide data for payments under the Child and Adult Care Food Program (CACFP).	As requested	Federal	7-CFR 226.11 (b)	BOYLE Susan	807-2074

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED111	Cash Mgmt. Report-Prepayment Grant Programs	The ED111 is used to collect information from school districts to attain access to the Prepayment Cash Management System.	The tenth (10th) day of each month	Federal and State	34 CFR 74.22, 80.21	PATHMAN, Bonne	713-6458
ED114	Prepayment Grant Budget Request	The ED114 is used to collect information on budgets for grants typically administered through the Cash Management System. Also included are selected non-cash management grants such as Adult Education and components of Open Choice and Magnets.	As Requested	Federal and State	34 CFR 76.722	CALABRESE, Karen	713-6472
ED141	Statement of Expenditure Fed/State Prepayment Projects	The ED141 is an expenditure report for grants administered through the Cash Management System. Also included are selected non-cash management grants such as Adult Education and components of Open Choice and Magnets.	September 1	Federal and State	34 CFR 76.730, 80.41	LINDGREN, Jeffrey	713-6624
ED156	Fall Hiring Survey	The ED156 is used to collect information about the number of vacancies school districts needed to fill for the start of the school year. These data are used to determine teacher shortage areas.	October 28	N/A	CGS 10a-163	SABADOS, Michael	713-6856
ED159	Non-Public School Enrollment	The ED159 is used to collect enrollment information for nonpublic schools within Connecticut.	December 14	Federal and State	CGS 10-188	ZHOU-MCGOVERN, Alison	713-6893
ED162	Non-Certified Staff	The ED162 is a collection of paraprofessional full-time equivalent (FTE) data in nine instructional and eleven non-instructional categories. Additional information about the quality of paraprofessionals in Title I schools is also collected.	November 30	N/A	CGS 10-4	ZHOU-MCGOVERN, Alison	713-6893
ED163	Certified Staff Data Form	The ED163 is used to collect data for each person occupying a role for which CT certification is required (e.g., teachers, administrators, etc.).	November 15	N/A	CGS 10-226 P.L. 107-110	MARTIN, Ray	713-6876
ED165	Connecticut School Data Report	The ED165 is used to collect a variety of data elements on the school level for state and federal reporting	January 11	N/A	CGS 10-220(c), CGS 10-4p	MARTIN, Ray	713-6876
ED166	Disciplinary Offense Record Collection	The Ed166 is used to collect discipline data from school districts for use in State and Federal reporting requirements.	July 20	N/A	20 U.S.C. 1418(a), 20 U.S.C. 7117, 20 U.S.C. 8921	FELDER, Keryn	713-6833
ED172	Request-Temporary 90 Day Certification-Alternate Route Candidates	District form to request that a Temporary 90-day certificate be issued to an Alternate Route completer that the district wishes to employ.	As Requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED173	Request-Temporary Authorization for Minor Assignment	District form to request that a person be issued a Temporary Authorization for a Minor Assignment (teaching out-of-field for no more than 2 class periods per day)	As Requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969
ED173A	Extension of Early Childhood Endorsement (Grades N-3) to Elementary (Grades K-6)	District form to request that a person be issued an Extension of PK-3 Early Childhood endorsement to Elementary Education (grades 4-6)	As Requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969
ED175	Application-Extension Substitute Authorization Beyond 40-day Limit	District form to request that a person be issued a Substitute Authorization to be in a classroom for more than a 40-day period (needed if not certified for that grade or content area)	As requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969
ED177	Request-Durational Shortage Area Permit	District form to request that a person be issued a Durational Shortage Area Permit for a person enrolled in a teacher preparation program (districts must ensure the individual has passed the Praxis II before application)	As Requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969
ED186	Application-Temporary/ Emergency Coaching Permit	District form to request that a person be issued a one-year Temporary Coaching Permit when a person with a 5-year coaching permit cannot be located.	As Requested	N/A	CGS 10-149, -145d	GRAY, Dianne	713-6969
ED188	Non-Renewable Adult Education Authorization	District form to request that a person be issued a Nonrenewable Adult Educator Authorization	As Requested	N/A	CGS 10-145d	GRAY, Dianne	713-6969
ED198	Adjunct Instructor Permit	The purpose of the ED198 is to allow LEA to request services of an adjunct arts instructor in accordance with new law.	As Requested	N/A	P.A. 09-01	GRAY, Dianne	713-6969
ED199	Application for Resident Teacher Certificate	The purpose of the ED199 is to allow a district to request a one-year certificate for a candidate in an Alternate Route to Certification program before they have completed the program.	As Requested	N/A	P.A. 09-01	GRAY, Dianne	713-6969
ED203B	State Agency Application Entitlement Grant Neglected, Delinquent Youth at Risk of Drop Out	ED203B application is used to provide prevention and intervention programs for youth who are neglected, delinquent or at risk.	October 5	Federal	PL 107-110	DARGATI, James	713-6562

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED204	Title I Part D Neglected and Delinquent Evaluation Report	The ED204 is used to report data on student participation and academic outcomes.	September 21	Federal	PL 107-110	APALOO, Francis	713-6874
ED205	Title I Evaluation Report	The purpose of the ED205 is to provide information from the Title I Part A Recipients who report data on student and staff participation	October 11	Federal	PL 107-110	APALOO, Francis	713-6874
ED229	Bilingual Education Program Grant Application	The purpose of the ED229 is to collect student/school native language data which is necessary to identify schools that must have state mandated bilingual education program.	September 15	State	Section 10-17a-j CGS	GLOWSKI, Marie Salazar	713-6750
ED236	Immigrant Student Survey Report	The purpose of the ED236 is to collect district student count for federal program funding.	November 21	Federal	PL 107-110	HOWE, William	713-6752
ED238	Emergency Immigrant Education Program (Annual Progress Report)	The purpose of the ED238 is to provide a description of activities implemented and an overall impact of the program.	November 17	Federal	PL 107-110	HOWE, William	713-6752
ED241	Adult Education Summary Report	The ED241 is a report that provides information on program services, activities, outcomes and data	September 1	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130
ED241A	Adult Education Summary Report-Cooperating Eligible Entity	The ED241A is a report that provides information on program services, activities, outcomes and data.	September 1	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130
ED244	Grant Application-Adult Education	The ED244 is a proposal for adult education program funds in accordance with the C.G.S.	April 15	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130
ED244A	Supplemental Grant Application-Adult Education Cooperating Eligible Entity	The ED244A is an application for adult education state grant funds which must be submitted through an LEA, RESC or Regional Board of Education.	April 15	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130
ED245	Grant Application Revision-Adult Education	The purpose of the ED245 is to provide a final budget and budget revision data for adult education eligible expenditures.	March 15	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130
ED245A	Supplemental Grant Application Revision-Adult Education Cooperating Eligible Entity	The purpose of the ED245A is to provide final budget revisions and evidence of private source funds for eligible adult education expenditures by a CEE.	March 15	State	CGS 10-67 to 73c	MARINO, Valerie	807-2130



Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED400	Career and Technical Education Report	The purpose of the ED400 is to collection data regarding career and technical education related to the federal Perkins grant.	July	Federal and State	PL 20U.S.C. 2301 et seq., CGS 10-4	SANFORD, June	713-6765
ED501	Preliminary Application for Approval, Regional Agricultural Science and Technology Center	The ED501 is an application that provides information to establish a new regional agricultural science and technology center.	As Requested	State	CGS 10-284	MACKIN, Harold	713-6779
ED503	Agricultural Science and Technology Five-Year Graduate Follow-up Report	The purpose of the ED503 is to collect follow-up information on graduates of Connecticut's Agricultural Science and Technology Program.	February 1	State	CGS 10-65	MACKIN, Harold	713-6779
ED513	Health Service Plan	The purpose of the ED513 is to collect data on health services provided in both public and nonpublic, nonprofit schools.	June 30	State	CGS 10-217a	KNUTSON, Stephanie	807-2108
ED539	Reducing Racial, Ethnic and Economic Isolation	The ED539 is used to collection data regarding the reduction of racial, ethnic and economic isolation.	Biennial Even	N/A	CGS 10-226h	FOSTER, Janet	713-6561
ED540	Graduating Class Report	The purpose of the ED540 is to collect information about the graduating class, including demographics, course taking patterns, and postsecondary plans.	November 5	N/A	CGS 10-16b,10-221a	APALOO, Francis	713-6874
ED607	Survey of Title IX Coordinators	The purpose of the ED607 is to collect contact information for Title IX Coordinators.	September 1	Federal	P.L. 93-568	HOWE, William	713-6752
ED611	Provider of Supplemental Educational Services	The ED611 information is collected from school districts to determine the number eligible, number served and dollars spent on SES.	August 1	Federal	NCLB 1116(e)(1)	ONIBOKUN, Olayemi	713-6787
ED612	LAS Links English Language Proficiency Assessment	The ED612 collects the results of English language learners on the English proficiency assessment. These data are used for Title III accountability requirements.	May 15	N/A	CGS 10-17f, NCLB 1111(b)	SABADOS, Michael	713-6856
ED613A	State District Consolidated Application	The purpose of the ED613A is to collect information from priority school districts regarding how funds have been used for Priority School District, summer school and extended school hours.	September 1	State	CGS 10-226p-r,CGS 10-265f, CGS 10-266t, CGS 10-265m	WEDGE, Kathleen	713-6792
ED613B	District Consolidated Application Part I	The purpose of the ED613B is to award Federal Title I Grants to districts to improve student achievement.	October 14	Federal	P.L. 107-110 P.L. 111-5	PADERNACHT, Marlene	713-6568

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
ED619		This collects data for the Selection/Award of Fresh Fruit and Vegetable Grant.	April/May	Federal	Section 19 of NSLP	PAUL, Andrew	807-2048
ED997		This provides data for agreement to participate in the Fresh Fruit and Vegetable Program.	As requested	Federal		PAUL, Andrew	807-2048
EDDIR	Education Directory	The Education Directory determines the open districts and schools in Connecticut.	Ongoing	N/A	OMB 1875-0240	CLOUD, Richard	713-6871
ET	Evaluation Timelines	The purpose of Evaluation Timelines is to determine compliance with federal law regarding timely eligibility determinations.	August 15	Federal	20 U.S.C 1416(a)(3)(B)	WATSON, John	713-6899
KIN-INV	Kindergarten Fall Entrance Inventory and Spring Exit Inventory	The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate and the beginning and end of the kindergarten year.	Annually in October and May	State	P.A. 05-245	APALOO, Francis	713-6874
PKIS	Pre-Kindergarten Information System	PKIS collects information regarding student experiences in preschool programs including program type and numbers of months.	October	Federal and State	CGS 10-10a(d)	MIDDLETON, Marquelle	713-6877
PSIS (OCT)	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment throughout the state of Connecticut.	October 14	Federal and State	CGS 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a	FELDER, Keryn	713-6833
PSIS (JAN)	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment in Connecticut.	January 23	Federal and State		SHAKIR, Kendra	713-6896
PSIS (June)	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment throughout the state of Connecticut.	July 12	Federal and State		MIDDLETON, Marquelle	713-6877
PSIS (REG)	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment throughout the state of Connecticut.	Ongoing	Federal and State		SHAKIR, Kendra	713-6896
SEDAC	Special Education Data Application and Collection (SEDAC)	The purpose of SEDAC is to collect data on students with disabilities for use in required State and Federal reporting.	December 7	Federal	IDEA 2004 (Sections 616, 618, and 619)	GUERRERA, Laura	713-6898
SEDAC-G	SEDAC - Grants	The purpose of SEDAC-G is to collect expenditure data for use in LEA Excess Cost and State Agency Placement Grants.	December 1 and March 1	Federal	CGS 10-76a-g, 10-253	GUERRERA, Laura	713-6898
ECO	Early Childhood Outcomes (ECO)	The purpose of ECO is to collect and report on performance of students with disabilities in preschool across three functional categories.	November 1	Federal and State	20 U.S.C 1416(a)(3)(A)	MIDDLETON, Marquelle	713-6877
R&S	Restraint and Seclusion	This application collects data on the use of physical restraint or seclusion on children in special education.	November 14	Federal and State	Public Act 12-88	GUERRERA, Laura	713-6898

Form	Form Name	Collection Purpose	Primary Deadline	Funding Source	Legislative Compliance	Primary Contact	Phone (860)
TCS	Teacher-Course-Students Data Collection	TCS data will connect students to their teachers with courses completed and outcomes earned.	September	Federal	ARRA data assurance	KASS, Vanessa	713-6873
CARS	Connecticut Adult Reporting System (CARS)	CARS collects student, course and outcome data regarding learners enrolled in CSDE funded adult education providers.	Ongoing. Final deadline fourth Friday in July	Federal and State	C.G.S Sections 10-67 to 10-73(d) Public Law 105-220 34 CFR Part 462	KASS, Vanessa	713-6873
GED	General Educational Development Registrations	Individuals seeking to take the Official GED Tests are registered and scheduled for their tests through CARS by staff at local adult education providers.	Approx. two weeks before test date.	State	C.G.S. Section 10-5	WAGNER, Maureen	807-2102
PIP Mid-Year Report	Program Improvement Project	This collects the mid-year progress on the grant objectives and any requests for revisions to the original budget.	February 17	Federal	P.L. 105-220	PIERSON, Susan	807-2121
PIP End of Year	Program Improvement Project	This report collects project successes and barriers to implementation.	September 15	Federal			
	No ED number (Child Nutrition Unit)	Compile data for reporting of Food Safety inspections for all NSLP and SBP sponsors.	November 15	Federal	7-CFR 210.13	BROWN, Fionnuala	807-2129
	No Ed number (Child Nutrition Unit)	Monitor compliance with non-profit School Food Service (Income and Expenditure Report).	January	Federal	7-CFR 210.14	DANDENEAU, Teri	807-2079
		This survey measures how well districts are doing with connectedness, emotional and physical safety, engagement and academic achievement.	As requested by districts	N/A	P.A. 11- 232 and C.G.S. Section 10-222d	FREIBERG, Jo Ann	713-6598

## Connecticut State Department of Education

Stefan Pryor, Commissioner of Education

### Bureau of Data Collection, Research and Evaluation

Ajit Gopalakrishnan, Chief

#### Staff

Shondel Edwards

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Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
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Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)